

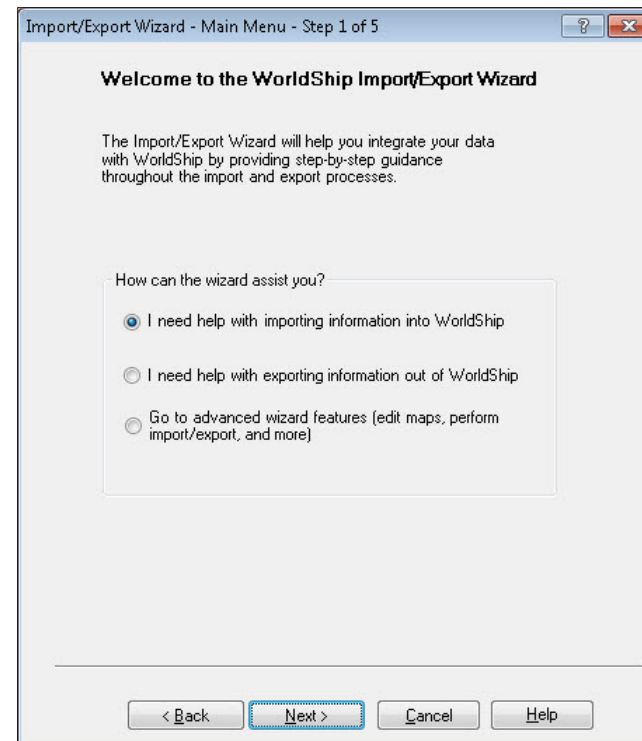


Roadway Express WORKS[®]
to **WorldShip**[®]
Address Transfer

WorldShip

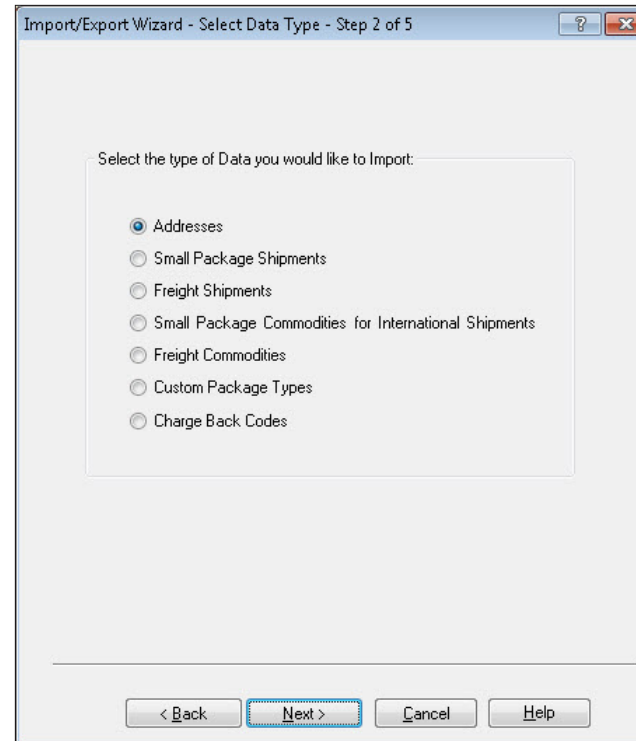
Roadway ExpressWORKS to WorldShip Address Transfer

1. Launch **ExpressWORKS**.
2. Select **File**.
3. Select **Export**.
4. Select **Address** as the **Type**.
5. Click **Browse**.
6. Select **Local Disk (C:)** from the Look in: drop-down menu.
7. Type **Roadway.csv** as the **File** name.
8. Click **Open**.
9. Select **Comma Delimited** as the **File Type**.
10. Click **Search**.
11. Select **Ship To** as the **Address** that is used as....
12. Click **OK**.
13. Click **Select All**.
14. Click **Export**.
15. Click **OK**.
16. Click **Close**.
17. Open the export file **Roadway.csv**.
18. Delete **columns N** through **V**. *Make sure NOT to delete column W*.
19. Insert a row at the top of the spreadsheet and enter the column names exactly as shown at right. Make sure to omit any spaces between words.
20. In the **Country column (L)**, change the three letter country abbreviation to the two letter IATA country code.
 - Example: USA becomes US
21. Save the changes.
22. Launch **WorldShip**.
23. Select **Import-Export** tab.
24. Select **Tools >> Import/Export Wizard**.
25. Click **Next on Step 1 of 5** making sure that **I need help with importing information into WorldShip** is selected.



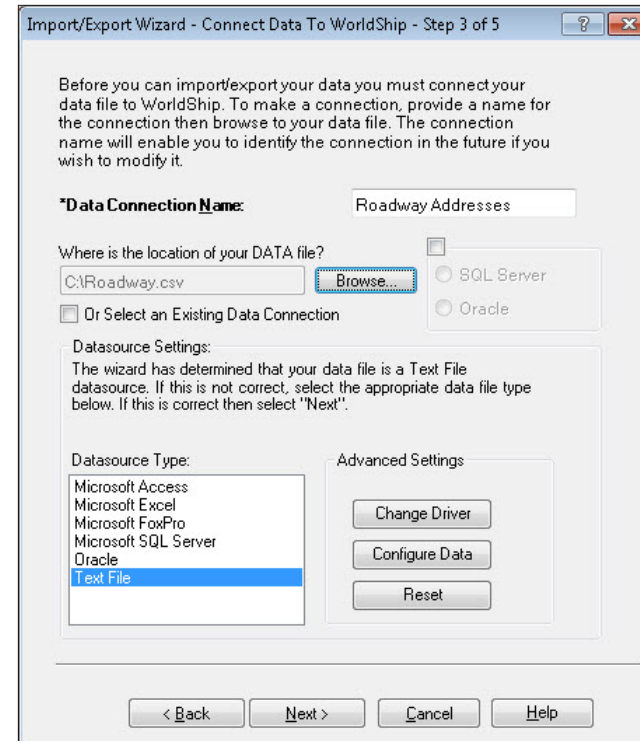
Roadway ExpressWORKS to WorldShip Address Transfer

26. On **Step 2 of 5**, verify **Addresses** is selected as the **Type of Import**, and then click **Next**.



Roadway ExpressWORKS to WorldShip Address Transfer

27. Enter **Roadway Addresses** as the **Data Connection Name**.
28. Browse to the location of the **Roadway.csv** file.
29. Make sure that **Text File** is selected for the **Data Source Type**.
30. Click **Next**.



Roadway ExpressWORKS to WorldShip Address Transfer

31. Connect the following by dragging and dropping the field names from the data file into the applicable fields on the WorldShip screen:

- a. **BusinessID** to **Customer ID**.
- b. **BusinessName1** to **Company or Name**.
- c. **ContactPerson** to **Attention**.
- d. **Store** to **Reference Number 1** (Select the **Use on all packages** checkbox if desired).
- e. **Department** to **Reference Number 2** (Select the **Use on all packages** checkbox if desired).
- f. **StreetAddress1** to **Address 1**.
- g. **StreetAddress2** to **Address 2**.
- h. **City** to **City or Town**.
- i. **State** to **State/Province/County**.
- j. **Zip** to **Postal Code**.
- k. **Country** to **Country/Territory**.
- l. **Contact** to **Telephone**.
- m. **ContactEmail** to **Email Address**.

Import/Export Book - Mapping Screen - Step 4 of 5

- To map your file to WorldShip, drag the field names from your data file into the applicable fields on the WorldShip screen.
- To remove a connection that you have already made with WorldShip, right-click on the field name in your file list, and select "Clear Connection".

Map your Address Book fields:

- BusinessID
- Customer ID
- BusinessName1
- Company or Name
- Business2
- ContactPerson
- Attention
- Store
- Reference 1 qualifier
- Department
- Reference 2 qualifier
- StreetAddress1
- Address 1
- StreetAddress2
- Address 2
- City
- City or Town

Addresses

Customer ID: Consignee Billed
BusinessID: Reside/ghal
Company or Name: *Attention:
BusinessName1: ContactPerson
Address 1: USPS PO Box
StreetAddress1
Address 2: Address 3:
StreetAddress2
Country/Territory: *Postal Code:
Country: Zip
City or Town: *State/Province/County:
City: State
Telephone: E-mail Address: Fax No:
Contact: ContactEmail
UPS Acct No: Tag ID Number: Tax ID Type:
Company Display Name:

Reference

Reference Number 1: Use on all packages
Store
Reference Number 2: Use on all packages
Department
Reference Number 3: Use on all packages
Reference Number 4: Use on all packages
Reference Number 5: Use on all packages

Map Name:
Define Primary Key
Save Map Help
Back Cancel
Location ID: Profile:
Address Validation Status: Address Validation Date:

Roadway ExpressWORKS to WorldShip Address Transfer

32. Enter **Roadway Addresses** as the **Map Name**.

33. Highlight **BusinessID**.

34. Select **Define Primary Key**.

35. Click **Save Map**.

Import/Export Book - Mapping Screen - Step 4 of 5

- To map your file to WorldShip, drag the field names from your data file into the applicable fields on the WorldShip screen.
- To remove a connection that you have already made with WorldShip, right-click on the field name in your file list, and select "Clear Connection".

Map your Address Book fields:

- BusinessID (Selected)
- Customer ID
- BusinessName1
- Company or Name
- Business2
- ContactPerson
- Attention
- Store
- Reference 1 qualifier
- Department
- Reference 2 qualifier
- StreetAddress1
- Address 1
- StreetAddress2
- Address 2
- City
- City or Town

Map Name: Roadway Addresses

Define Primary Key (highlighted)

Save Map Help Back Cancel

Addresses

Customer ID: Consignee Billed
BusinessID: Residegibal
Company or Name: *Attention: ContactPerson
BusinessName1: USPS PO Box
Address 1: StreetAddress1
Address 2: Address 2
StreetAddress2
Country/Territory: *Postal Code: Zip
City or Town: *State/Prvince/County: State
City
Telephone: E-mail Address: Fax No:
Contact: ContactEmail
USPS Acct No: Tag ID Number: Tax ID Type:
Company Display Name:

Reference

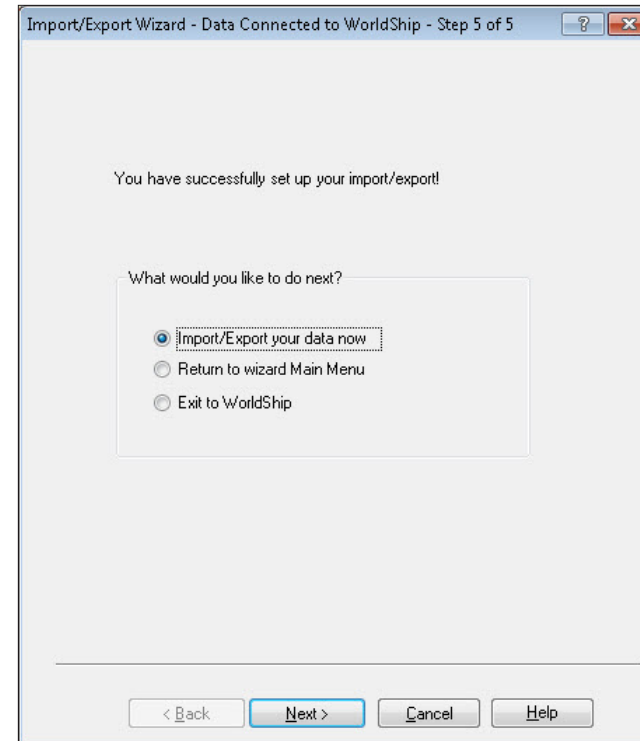
Reference Number 1: Use on all packages
Store
Reference Number 2: Use on all packages
Department
Reference Number 3: Use on all packages
Reference Number 4: Use on all packages
Reference Number 5: Use on all packages

Location ID: Profile: Address Validation Status: Address Validation Date:

Roadway ExpressWORKS to WorldShip Address Transfer

36. Select the **Import/Export your data now** radio button.

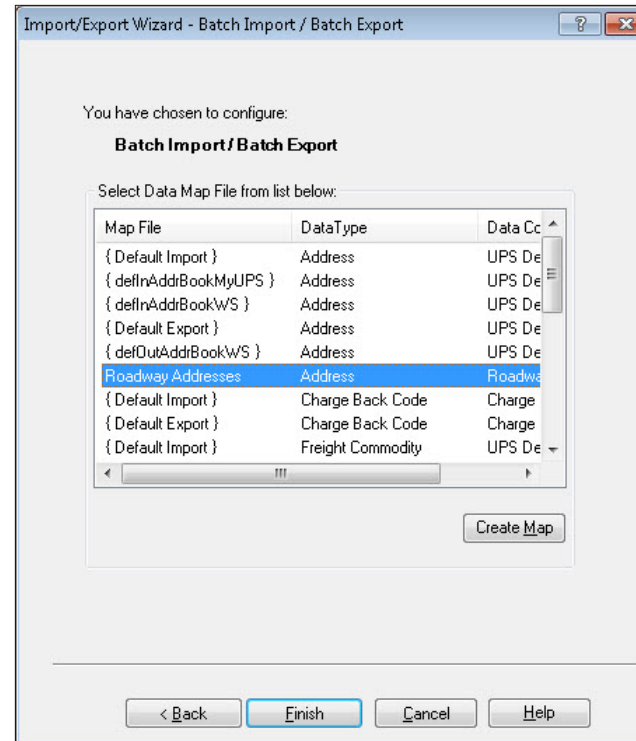
37. Click **Next**.



Roadway ExpressWORKS to WorldShip Address Transfer

38. Highlight the **Roadway Addresses Map File**.

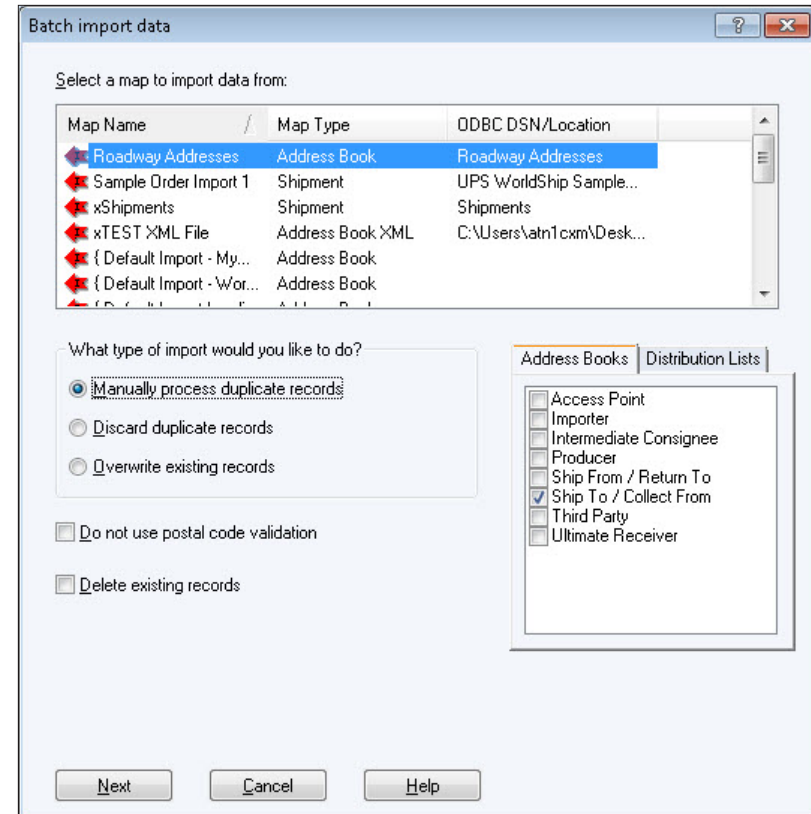
39. Click **Finish**.



Roadway ExpressWORKS to WorldShip Address Transfer

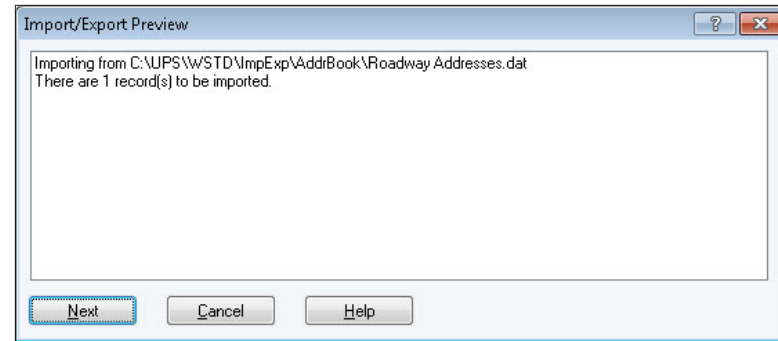
40. Select **Manually process duplicate records** as the import type.

41. Click **Next**.



Roadway ExpressWORKS to WorldShip Address Transfer

42. Click **Next** on the **Import/Export preview** window.



43. Click **Save** on the **Import/Export Summary** window when the import has completed. The imported addresses will now be available in the Address Book.

